

**Virginia Department of Historic Resources (VDHR)**  
**Historic Preservation Easement Application Form**

Please fill out the following form as completely as possible. The information and material provided will be utilized when evaluating your easement offer. All applications are reviewed by VDHR Easement Staff and the Easement Acceptance Committee. **Your completed application form and supporting materials must be received seven (7) calendar days prior to the scheduled Easement Acceptance Committee meeting to be placed on the meeting agenda.** Please contact Wendy Musumeci, Easement Program Coordinator, at 804.482.6096 or [wendy.musumeci@dhr.virginia.gov](mailto:wendy.musumeci@dhr.virginia.gov) if you have any questions about this form.

PROPERTY INFORMATION	
Property Name:	
County/City:	
Approx. Acres to be Protected:	
Tax Map or PIN Nos.:	
Legal Name(s) of Property Owners:	
Mailing Address:	
Property Address:	
Property Owner Phone 1:	
Property Owner Phone 2:	
Property Owner Email Address:	
CONSERVATION VALUES ASSOCIATED WITH PROPERTY	
Does the property contain a building or structure that is listed on the Virginia Landmarks Register? If so, is the property individually listed or is it listed as a contributing resource to a historic district?	
Does the property contain open-space land that is located within a historic district listed on the Virginia Landmarks Register? <a href="http://www.dhr.virginia.gov/register/register_counties_cities.htm">http://www.dhr.virginia.gov/register/register_counties_cities.htm</a>	

Is the property within the boundaries of a battlefield that as a priority rating from the Civil War Sites Advisory Commission? If yes, please provide rating. <a href="http://www.nps.gov/history/hps/abpp/battles/bystate.htm">http://www.nps.gov/history/hps/abpp/battles/bystate.htm</a>
Are there any archaeological resources (e.g. cemetery, building remains; battlefield) on the property? If yes, please describe.
Please list any specific conservation values that are associated with the property. (e.g. historic or archaeological resources, wetlands, buffers along streams or rivers, natural habitat, prime farmland)?
What is it about the property that you feel should be preserved in perpetuity (e.g. the battlefield, historic landscape, the gardens, the main house)?
Are there adjacent properties that are protected by conservation or historic preservation easements or another form of protection? If yes, please identify.
Are there adjacent properties that are threatened by development or demolition? If yes, please describe.
<b>USE OF PROPERTY</b>
Primary Use(s) of Property: (e.g. residential, agricultural crop production, livestock, forestry)
Planned Use(s) of Property:

Please list all buildings and structures on the property and their approximate age.
Please list any repairs to buildings or structures that are needed on the property.
Are you planning to make changes or alterations to existing buildings, structures, and/or landscape features either now or in the near future? If yes, please describe.
Are you planning to make changes or alterations to the existing use of the property? If yes, please describe.
Do you plan to reserve the right to make any divisions/subdivisions of the property? If yes, please indicate the number of divisions. If the property currently consists of multiple tax parcels, please consider it as a whole when answering this question.
Do you plan to reserve the right to build any new or additional dwellings on the property? If yes, please include the number and proposed size.
Do you plan to reserve the right to construct any new or additional outbuildings or structures on the property? (e.g. garage, shed, pool, greenhouse) If yes, please describe and include the proposed size.
Do you plan to reserve the right to construct any new or additional agricultural or farm buildings or structures on the property? If yes, please describe and include proposed size if known.

**PUBLIC ACCESS**

Is the property open to the public at any time during the year (e.g. Garden Week, house tour, small groups)?

Is the property visible from any public right-of-ways? If yes, please list.

Note: VDHR currently requires that the easement property be physically open to the public a minimum of one calendar day per year. The easement deed will contain a provision requiring this public access, which may be subject to certain restrictions.

**LEGAL AND TAX MATTERS**

Have you received or do you intend to apply for federal, state, or other grant funding to complete this project? If yes, please specify.

Do you plan to claim a state tax credit or federal income tax deduction for conveyance of the easement?

Do you plan to use a combination of grant funding and federal or state tax incentives to place an easement on the property?

Do you own additional acreage that you do not intend to put under easement? If Yes, please indicate why.

Is there a mortgage, home equity loan, or other lien on the property? If Yes, please name the lender(s).

The existence of a mortgage or other lien does not prohibit placing an easement on the property. It does, however, require that the mortgage be subordinated to the easement. Please indicate whether or not you have contacted your lender(s) regarding their willingness to subordinate the lien to the easement.

<p>Are there any other encumbrances on the property (e.g. oil or gas lease, electric easement, right-of-way easement)? If yes, please identify.</p>	
<p>Do you have an attorney that will be reviewing your easement? Please provide their contact information below.  <i>The VDHR does not give legal or tax advice and recommends that donors consult their attorney, accountant, and/or tax advisor regarding the legal and tax implications of a gift of easement.</i></p>	
GENERAL	
<p>How did you hear about the Historic Preservation Easement Program?</p>	
<p>Is there any additional information about which we should be aware?</p>	
<p>Name and Contact Information of Applicant (if different from property owner):</p>	
SIGNATURE OF PROPERTY OWNER(S)	DATE
<p>Note: This application form is non-binding. The signature of the property owner is requested as an acknowledgment of his/her/their interest in conveying or donating an historic preservation easement to the Virginia Board of Historic Resources.</p>	
Please ensure that you have included the following documents with this form:	
<p>_____ Current photographs showing all buildings and structures on the property, general landscape shots, and any other images that you feel will assist the staff in evaluating the property. Digital images are preferred and may be sent via email.</p>	
<p>_____ Property survey or other map showing the location and boundaries of the property and the proposed easement boundaries.</p>	

Thank you for your interest in VDHR's Historic Preservation Easement Program.